



STATE OF NEW JERSEY

**SCHOOLS DEVELOPMENT AUTHORITY****Job Description**

Job Title:	Real Estate Assistant	Requisition # 2015-08
Division:	Real Estate Services	
Reports To:	Director - Real Estate Services	
Grade Level:	H13	
Salary:	\$37,500 - \$42,000	
FLSA Status:	Non-Exempt <input checked="" type="checkbox"/>	
Employment Status:	Full Time <input checked="" type="checkbox"/>	

**Job Summary**

Functions as a program assistant to the Real Estate Services Director, organizes and follows up on requests for information for the Director, as well as, support the entire Real Estate Services Division with various functions and/or assignments. Follows up with the Real Estate Services staff on projects as directed to ensure deadlines are met and that all tasks and objectives are met in a timely manner. Coordinates the preparation, coordination, reporting and delivery of all tasks assigned. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

**Essential Duties and Responsibilities**

1. Coordinates and/or processes various invoices and requisitions for each project and/or task assigned. This may include preparation and coordination with other Real Estate Services Staff, distribution, execution, photocopying and maintenance of files and/or archiving.
2. Coordinates with Real Estate Staff to ensure receipt, accuracy and delivery of all reports required in preparation for meetings in a timely manner.
3. Coordinates and follows up with processing of requests for payments for individual contractors, vendors or purchase orders.
4. Coordinates and records all project related operating information in the appropriate databases. Maintains a detailed file and tracking system related to property management, maintenance, relocation, TCU's, Leases and Use & Occupancy Agreements as well as other tasks assigned.
5. Coordinates and assists Real Estate staff with the utilization of the appropriate SDA databases to generate invoices for various job responsibilities assigned and helps to ensure all invoices are signed by the Director and submitted to accounts payable.
6. Administers and follows-up on all mail received and ensures questions raised are responded to in an accurate and timely manner. This may involve numerous issues on a daily basis across various disciplines.
7. Records project costs on Division's Project Cost Report and appropriate databases. Tracks cost against Board approved budgets and contracts and informs the appropriate Real Estate Staff should a conflict or discrepancies arise.
8. Creates and distributes various information packages based on work assigned and responds to inquiries from internal and external customers on behalf of the Director.

9. Assists other Real Estate Services Staff with various duties necessary for completion of work related to the assigned projects and/or tasks as assigned by the Director.
10. Maintains division timekeeping records, processes incoming mail by date stamping, logging in items and distributing and handling outgoing mail, including Federal Express and UPS packages if necessary.
11. Handles detailed project information and ensures all deadlines are met in a timely fashion.
12. Creates, maintains and updates basic and complex documents using Access and Microsoft Office tools such as Word and Excel.
13. Reviews, monitors and updates information in the Real Estate Services data-base on a real-time basis as required for assigned projects to ensure accuracy of information.
14. Creates files when appropriate and maintains extensive filing system online on a daily basis for all Real Estate projects assigned.

### **Required Skills and Abilities**

1. Must be able to maintain confidentiality and interact effectively and diplomatically with Business professionals, government officials, and SDA staff.
2. Must have the ability to follow oral and/or written directions, function effectively under pressure, and adhere to strict deadlines; possess strong organization skills with an emphasis on detail.
3. Must be able to multi-task and function effectively under pressure.
4. Must be proficient in Microsoft Office Suite Applications.
5. Familiarity with Real Estate Services Operations and invoice processing would be a plus.

### **Required Education and Experience**

1. Associates Degree in Secretarial Science and/or five years of equivalent training/experience.
2. Five years or more high level secretarial experience in a Real Estate Services Operations type office environment.

### **Physical Demands**

Minimal

### **Certificates and Licenses Required**

Not Required